



TUTORING CAFE

HANDBOOK

WELCOME TO RPS!

2024/ 2025

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Welcome Message



Welcome to tutoring Cafe! Please ensure a smooth start for your child by completing the transportation waiver. Our caring team is excited to provide a nurturing environment, extending the day with enriching activities. While we're excited to support academic growth, it's important to note that our focus is on skill-building and not homework assistance.. Feel free to reach out with any questions. Let the journey begin!

What can you expect with Rebecca Padgett School of Performing Arts?

Safe Space: Your child's safety is our top priority. Our dedicated team ensures a secure environment including a state-of-the-art facility with first aid stations, CPR-trained staff, and **one of the only dance studios with a certified AED device for children in the state of Georgia.** All of our staff go through background checks and extensive state-mandated training including Bright From the Start to ensure that your child is safe at all times.

Fun Activity/ 🤝 Building Friendships: We believe in making dance enjoyable. Our classes are designed to be both educational and delightful, fostering a lifelong love for dance. Dance is communal, and we encourage friendships through our dance classes and performances.

Inspirational Journey: Your child is on an inspiring journey of growth and self-discovery. Thank you for choosing Rebecca Padgett School Of Performing Arts—let the dance adventure begin!

Our Staff



Ms Q

Performing Arts Specialist



Ms Nadira

Performing Arts Specialist



Ms Aaliyah

Performing Arts Specialist



Ms Mariah

Performing Arts Specialist

Our Staff



Ms Kerri

Performing Arts Specialist



Ms Armoni

Performing Arts Specialist



Mrs Aneka

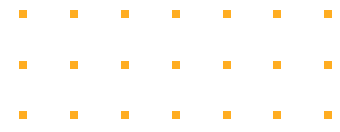
Founder



Mrs Heather

Director Of Operations

Your Child's First Day



The hardest part is over, getting started! There is a lot of excitement getting ready for your child's first day of Before and Aftercare. We are sure you have a lot of questions regarding what they may need before they start class. Here are answers to the top before and aftercare questions.

What time is drop off for Tutoring cafe?

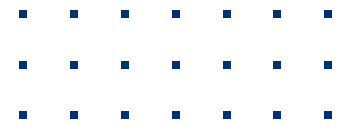
Drop off for Tutoring Cafe Begins at 4:30pm.

What time is pick up for after care?

Pickup begins at 6:30pm. Students will also be provided a light individually packaged snack. All students must be picked up from the facility by 6:30pm.

While we're excited to support academic growth, it's important to note that our focus is on skill-building and not homework assistance.

Payments



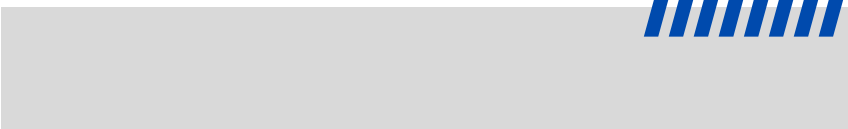
Payments



Tutoring Cafe tuition payments are electronically processed on Sundays. Since our weekly tuition payments are subscription-based, changes to your account may not be immediately reflected. To make changes to your account, please contact billing by calling 912-856-0471 and selecting the option for billing.

Please note that our dance tuition is NOT based on class attendance, but on space reservation. To stop your child's dance subscription a student withdrawal form will need to be on file within 48 hours of the current processing week

PAUSE PAYMENTS



Occasionally there may be certain circumstances that may allow for a parent to pause their subscription. We get it, life happens to us all. For your convenience you can request a pause for to temporarily request a pause for your child's dance tuition. Please note you can only pause payments for 2 weeks. Students that are paused over a 30 day period may be subject to re-register within the system.

Sick Child Policy

At Rebecca Padgett School Of Performing Arts, the well-being of our dance community is paramount. To maintain a healthy environment, especially post-COVID, we kindly request your cooperation with our Sick Child Policy



Symptom Awareness

If your child exhibits symptoms such as fever, cough, shortness of breath, or any other signs of illness, we kindly ask that they refrain from attending classes until fully recovered.

Recent Exposure

If your child has been in close contact with someone who has tested positive for COVID-19 or any other contagious illness, please keep them at home and inform us of the situation

Prompt Communication

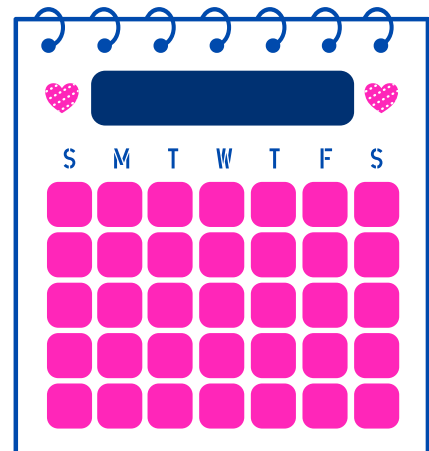
We appreciate open communication. If your child becomes ill or is diagnosed with a contagious condition, please notify us immediately to ensure the well-being of others in the dance community.

Return Guidelines

Following any illness, including COVID-19, we request that your child be symptom-free for a minimum of 48 hours before returning to classes.

The RPS Season

We are a year-round dance studio. We do have breaks in the season. Here are a few things to remember about our calendar.



Inclement Weather

We have procedures in place to alert you should we encounter unsafe weather. If classes must be canceled due to weather, we'll alert you with an email, or text.

Attendance

If your child will miss a class, please notify our administrative staff by submitting it through text message to 912-856-0471

Tuition Structure

Tuition is based on class space reservation, not actual attendance. This allows us to secure a spot for your child in their selected class, ensuring continuity in their dance education.

Performances

We have multiple performances within the dance season. In cases of an upcoming performance, we may adjust the dance calendar and have extra practice in preparation for the performance.

Behavioral Expectations

Kindness Matters



At Rebecca Padgett School of Performing Arts, kindness matters. Whether between students, instructors, or students and instructors, we place a high value on being considerate, encouraging, empathetic, and respectful. That doesn't mean that every action that occurs within these walls will meet our expectations, but it is a constant we strive to attain. We want RPS to continue to be a positive center that uplifts our students, provides fun and positive experiences, practices grace (in movement and character), and offers exceptional opportunities to expand our students' worlds. We invite you to join us in that effort

Respect

At RPS we cherish the values of respect and unity within our vibrant community. We kindly ask parents to lead by example, fostering an atmosphere of mutual respect:

Respect for Others: Let's encourage our young dancers to respect their classmates, instructors, and the diverse talents within our studio. Every dancer contributes to the beauty of our collective journey.

Parent-Staff Respect: We deeply appreciate the trust you place in our staff. Kindly extend the same respect to them as they dedicate their expertise and passion to nurturing your child's love for dance.

Commitment

Regular attendance is vital to student progress and group choreography, so please make every effort to attend each class. If your child will miss a class, please contact 912-856-0471.

Honesty

Honesty is about more than telling the truth. It's about being true to ourselves in what we do, how we live, and how we relate to others. Let's keep it real with each other.

Patience

Learning new skills takes time and effort, and different movements will come to you at different times. Students may not advance to the next skill level as quickly as they hoped or at the same time as our friends.

No Bullying Zone

We have a zero-tolerance policy for bullying. If you see it, tell us. **BUT** please first understand the difference between conflict and bullying.

BULLYING IS:

- Reoccurring
- Deliberate
- Involves an imbalance of power

BULLYING IS NOT:

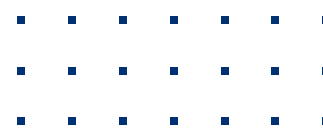
- Disliking someone
- Excluding someone
- Being bossy
- Arguing
- Accidentally hurting someone
- Making a one-time joke about someone



If bullying is occurring at Rebecca Padgett School of Performing Arts, we will swiftly address it. We have state-of-the-art cameras in every dance room to ensure a safe and conflict-free environment for students.

. We cannot, however, control children's behavior outside of our facility. If you experience a conflict with someone, go directly to that person to discuss your concerns. If the conflict cannot be resolved directly please contact your teacher or the phone line at 912-856-0471

Parent Communications



1 Team App

Stay connected on the go! Our Team App is a hub for instant updates, schedules, and important announcements. Download it today to access real-time information and connect with other dance families.

2 Newsletters and Memos

Look out for written newsletters and memos distributed during drop-off and pick-up times. These handy resources provide insights into upcoming events, class updates, and exciting happenings within our dance community.

3 Text Message

For urgent and time-sensitive information, we'll keep you informed via text messages. Quick, direct, and efficient – just the way dance moves should be!

Photo Release

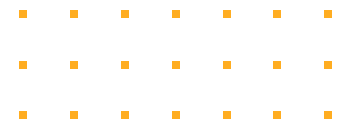


Photo Release

We believe in celebrating the joy of dance through captivating moments captured during our classes, performances, and events. Your child's talent and dedication deserve to be showcased, and we'd love to share these special moments with our dance community.

By enrolling your child at Rebecca Padgett School of Performing Art, you grant us permission to use photographs and videos for promotional purposes, including social media, marketing materials, and print. These images will be used exclusively to highlight the achievements and experiences of our talented dancers.

Rest assured, your child's privacy and safety are our top priorities. We will never use personal information alongside images, and any group photos will be shared with discretion.

Notice of Exemption

Please sign and return to studio

I _____ acknowledge that I have been informed that this program is not a licensed childcare facility. I also understand this program is not required to be licensed by the Georgia Department of Early Care and Learning and this program is exempt from the state licensure programs.

Parent Signature

Date

Risk Statement



Please sign and return to studio

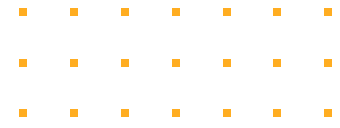
Bright From the Start GA Department of Early Child Care & Learning Rules and Regulations : 591-1-1-46(b)10(vi) requires that programs shall inform parents about the physical risks a child may face while participating in the program. Programs operated after the customary school day, as defined in Georgia Law for children five (5) years and older that are strictly instructional and skill-based in a single talent, ability, expertise, proficiency or subject or closely related skills, proficiencies or subjects including but not limited to classes such as art, cheerleading, dance, drama, gymnastics, martial arts and music.

By signing this form I am indicating that I knowingly accept and assume the risk of injury that might occur from participation in this program. I acknowledge and understand that there is a risk of injury involved in participation and that the program, nor its trained professionals, can eliminate the risk of injury.

Parent Signature

Date

Contact Information



 +912-856-0471

 info@rpsdance.com

 5918 Ogeechee Road Savannah Ga 31419

 www.rpsdance.com